

READVERTISEMENT

State of Montana
Department of Public Health and Human Services
PO Box 4210 Helena, MT 59604

VACANCY ANNOUNCEMENT

March 12, 2008

6 Page Document

TITLE:	Epidemiologist
POSITION NO:	07730
LOCATION:	Public Health & Safety Division, Helena
STATUS:	Full-Time/Permanent
UNION:	MPEA
PAY GRADE:	Pay Plan 20, Pay Band 7
STARTING SALARY:	\$43,666 - \$54,582 annually. Depending on qualifications and internal equity.
SUPPLEMENT:	Yes

APPLICATION DEADLINE: State of Montana Applications can be submitted to any local Job Service or Human Resources- DPHHS, PO Box 4210 (111 Sanders, Room 202), Helena, MT. Applications may also be emailed to hhsea@mt.gov or faxed (406) 444-0262. **This position is open until filled.** Applications must be received or postmarked if mailed no later than **5:00 p.m., Friday, April 11, 2008 (second review)**. For further information visit the DPHHS website: www.dphhs.mt.gov/jobs

SPECIAL INFORMATION: This position is now open until filled. Applications must be received or postmarked (if mailed) no later than 5:00 p.m. on Friday, April 11, 2008 to be considered for second review. A signed state application, resume, transcripts, and supplemental information (please see Application & Selection Process section for more details) are required at time of application.

If there are not a sufficient number of qualified applicants, a training assignment may be offered. In order to be eligible for the training assignment, applicants must possess the education and all but two years of the required experience. If a training assignment is offered, the starting pay may be set at pay band 6 (\$36,388 - \$45,485) for the duration of the training assignment, which may last up to the length of the education/experience deficiency, not to exceed two years. Upon successful completion of the training assignment, the salary may be adjusted up to the market rate for pay band 7 (listed above) depending on qualifications and internal equity.

TYPICAL DUTIES: This position is an Epidemiologist for the Public Health & Safety Division. This position is responsible for analyzing surveillance data pertaining to maternal and child health issues and Family and Community Health Bureau programs; designing, coordinating, and managing special surveillance and/or evaluation procedures; evaluating surveillance systems to assess the quality and effectiveness of these systems; developing methodologies, instrumentation, and procedures for investigating and describing the determinants and distribution of disease and other health outcomes; research current literature and professional publications and review the practices of other states and nations; collaborating with program managers to ensure division evaluation/surveillance strategies are useful for overall program management and evaluation; developing, establishing and maintaining standards and guidelines for statewide public health data collection, analysis, and evaluation applications; and performing a variety of statistical and epidemiologic analyses. This position also provides technical consultation and education to state and local health stakeholders in the development of surveillance systems; using data for program planning and analysis; conducting detailed analysis of surveillance data to prepare reports and presentations; negotiating and monitoring contracts with public and private entities; providing ongoing monitoring of grant program compliance; and providing line supervision of technical support staff as assigned.

KNOWLEDGE, SKILLS AND ABILITIES (COMPETENCIES) DESIRED:

Knowledge: Knowledge of concepts and theories of surveillance, epidemiology, statistics, and public health practice including biology and microbiology; basic medical terminology; community assessment; chronic, maternal and child health, and communicable disease prevention methods; strategic planning; state and federal funding requirements; statistical survey design and analysis; program evaluation methods and techniques; project management; agency policies, procedures, and guidelines; budgeting; supervision; contract management; computers and database management including the use of statistical software; and presentation methods and techniques.

Skills: Skill in designing and conducting surveillance and epidemiologic studies and community assessments; determining demographic, medically relevant information and risk factor data; interpreting and analyzing the significance of medical, health and other data; determining validity, reliability and applicability of health indicators; and the appropriate application of statistical procedures and applied surveillance and epidemiologic principles.

Abilities: Ability to provide timely and concise information to others verbally, nonverbally, and in writing; listen effectively, and actively seek constructive feedback; make difficult decisions; and use reason and logic to identify and solve problems.

EDUCATION/EXPERIENCE REQUIRED: A Master's degree in epidemiology or statistics **OR** a Master's degree in public health with major course work in epidemiology from an accredited college or university **AND** three years of job-related work experience. Other equivalent combinations of education and experience will be considered; however, a graduate degree is required.

APPLICATION AND SELECTION PROCESS: This position is being advertised outside the agency and in-house applicants must compete with the outside applicant pool. Interested persons must submit the following prior to the closing date to be considered:

1. Signed state application (PD-25, rev.05/03 or later);
2. Applicants claiming the **Veteran's or Disabled Person's Employment Preference** (see State of Montana Employment Application, PD-25) must provide verification of eligibility with the application materials. The required documentation includes a DD-214 or PHHS Certification of Disability form;
3. Photocopy of transcripts for any coursework at a college or technical school. (**Only coursework/degrees from an accredited college or university recognized by the US Department of Education are acceptable to meet education requirements*). **If applicant has difficulty obtaining transcripts you will be given a five-day grace period to submit them to our office after the closing date to: HUMAN RESOURCES, PO Box 4210, Helena MT 59604; OR if unforeseen circumstances arise, transcripts may be brought to the interview;**
4. A resume is due at time of application; and
5. Supplement questions (see questions at the end of this announcement).

Applications will be rejected for late, incomplete or unsigned application materials.

COMPENSATION: Eligible state employees are also provided paid health, dental, vision and life insurance. Other benefits including a deferred compensation program, public employees retirement system, annual leave, sick leave, paid holidays and up to 15 days military leave with full pay.

IMMIGRATION REFORM AND CONTROL ACT: In accordance with the Immigration Reform and Control Act, the person selected must produce **within three (3) days of hire** documentation that he/she is authorized to work in the United States. Examples of such documentation include a birth certificate or social security card along with a driver's license or other picture I.D., a U.S. passport or a green card.

REASONABLE ACCOMMODATIONS: Under state and federal law, qualified applicants with disabilities are entitled to reasonable accommodations. Modifications or adjustments may be provided to assist applicants to compete in the recruitment and selection process, to perform the essential duties of the job or to enjoy equal benefits and privileges of employment available to other employees. Alternative accessible formats of this document will be provided upon request. An applicant must request an accommodation when needed. If you need any such accommodation, contact Human Resources at 444-3136 as soon as possible to allow time to make needed arrangements.

SELECTIVE SERVICE COMPLIANCE CERTIFICATION: All male applicants (born on or after January 1, 1960) must complete a copy of 'Statement of Selective Service Registration Status' if offered a position with the State of Montana, unless they meet certain exemptions under Selective Service law. If you are required to register, but fail to do so, you are not eligible for employment with the State of Montana.

SUPPLEMENT QUESTIONS

Department of Public Health and Human Services

Title: Epidemiologist

Position: #07730

Location: Public Health & Safety Division, Helena

This supplement will be reviewed separately from the state application you submitted, and it will become a further basis for our evaluation of candidates. Your responses to these supplemental questions must be printed clearly or typed on standard 8.5 x 11 inch paper. Your responses should be clear, concise and numbered. Since your responses will be reviewed separately from your state application, please repeat any information that may appear on it or your resume rather than writing 'see my resume or application.'

QUESTIONS

NOTE: Answers to the following questions must be specific as to dates and employers. If this supplement is used as a screening tool, your answers may be rated based on months or years of experience. Reference will not be made back to your state application or resume.

1. Please describe how this position is in alignment with your professional goals.
2. Please list two examples of papers (such as those submitted for a class or as a part of a job) or publications produced in the past five years for which you are the primary author. Please provide copies, if available, and/or a brief description of the papers. The papers are not required to have been published.